



**Public Works
Storm Water Utility**

- (1) Program Title: Personnel Services**
- (2) Division/Section: Human Resources**
- (3) Program Element:**
 - (a) NFIP**
 - (b) TPDES**
 - (c) Mandates**
- (4) Statement of Purpose:**

Assist the Utility Administrator, Operations Division Manager, and Chief Storm Water Engineer in managing employee services for all personnel within the Utility. Provide oversight of all administrative actions throughout the Utility.
- (5) Description of Actions (Statement of Services):**

With assigned staff, insure timely and accurate payroll submission. Processes all personnel actions dealing with recruitment, retirement, performance appraisals, awards, workman's compensation, disabilities, and disciplinary actions within the Utility.